



INCORPORATED 1892

Township of  
pennsauken  
CAMDEN COUNTY, NEW JERSEY

(856) 665-1000

**PENNSAUKEN PLANNING BOARD**

# **PLANNING BOARD APPLICATION (PACKET)**

**If you should have any questions, please contact the Planning & Zoning Office:**

**Daniela Tavarez**  
Planning & Zoning  
(856) 665-1000 *Ext. 155*

## NOTICE

Prior to your appearance before the Pennsauken Planning Board, you are required to submit two (2) sets of plans to the ***Merchantville-Pennsauken Water Commission, 6751 Westfield Ave., Pennsauken, New Jersey 08110***, for the Commission's comments and approval of any water services to the site.

Also, you are required to submit one (1) copy of your site plan to the ***Pennsauken Planning Board Engineer, Doug White of T & M Associates, 200 Century Parkway, Suite B, Mount Laurel, New Jersey 08054***, for his review and comments.

Two (2) sets of plans submitted to the Merchantville-Pennsauken Water Commission on

\_\_\_\_\_  
(Date)

One (1) copy of plans submitted to the Planning Board Engineer

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Applicant's Name

Address of Property: \_\_\_\_\_

Plate \_\_\_\_\_, Block \_\_\_\_\_, Lot \_\_\_\_\_

Type of Application: \_\_\_\_\_

***Please Return this notice to the Pennsauken Planning and Zoning Office prior to your hearing***

**The Township of Pennsauken**  
***Application For The Planning Board***

- **Before making application with the Planning Board, please contact the Planning and Zoning Office to insure the property is not located in a redevelopment area of the township.** ⬅

Name of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

**1. Person Responsible for all Correspondences and /or Escrow Account**

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone #: \_\_\_\_\_

3. Address where work is being done \_\_\_\_\_

4. Plate \_\_\_\_\_, Block \_\_\_\_\_, Lot \_\_\_\_\_, in Zoning District \_\_\_\_\_

5. Type of building \_\_\_\_\_, Type of Alterations \_\_\_\_\_

6. Sq. Foot of Building \_\_\_\_\_, Valuation \_\_\_\_\_

7. Height of Building \_\_\_\_\_, Area of Building Coverage \_\_\_\_\_ %

8. Set backs: Front \_\_\_\_\_ Sides \_\_\_\_\_ Rear \_\_\_\_\_

9. Total Acres of Property \_\_\_\_\_

10. Purpose for occupancy \_\_\_\_\_

11. Streets - Yes ( ) No ( ) Curbing - Yes ( ) No ( )

12. Sewage/Water- Yes ( ) No ( )

13. Number of Employees \_\_\_\_\_

14. Number of Parking Spaces \_\_\_\_\_

15. Drainage Type \_\_\_\_\_

16. Type of Sign (s) \_\_\_\_\_, Height of Sign (s) \_\_\_\_\_

17. Square Footage of Sign (s) \_\_\_\_\_, Location of Sign (s) \_\_\_\_\_

18. Screen Planting \_\_\_\_\_

19. Property Maintenance Schedule \_\_\_\_\_

Applicant: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 (Signature)

Township of Pennsauken  
Planning and Zoning Office  
Municipal Building  
5605 N. Crescent Blvd.  
Pennsauken, NJ 08110

**Re: List of Property Owners Within 200 feet**

Please supply me with a list of property owners within 200 feet of :

---

Plate \_\_\_\_\_, Block \_\_\_\_\_, Lot \_\_\_\_\_.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTICE OF HEARING TO OTHER PROPERTY OWNERS**

TO: \_\_\_\_\_

OWNER OF PREMISES : \_\_\_\_\_

PLEASE TAKE NOTICE:

That the undersigned has made application to the Planning Board of the Township of Pennsauken for a variance from the terms of Articles and Sections of the Zoning Ordinance so as to permit:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On the premises \_\_\_\_\_

Plate, \_\_\_\_\_, Block \_\_\_\_\_, Lot (s) \_\_\_\_\_

Which is within 200 feet of the property owned by you. A public hearing has been ordered for

\_\_\_\_\_ at 6:30 P.M. in the Municipal Building, 5605 N.

Crescent Boulevard, Pennsauken, New Jersey, at which time you may appear either in person or by attorney, and register your approval or objection.

This notice is sent to you by the applicant pursuant to New Jersey Statute and Pennsauken Township Ordinance.

Respectfully:

\_\_\_\_\_  
(Applicant)

## AFFIDAVIT OF SERVICE

In accordance with the New Jersey Statutes Revised, the undersigned does hereby certify that a copy of the attached Notice has been sent to the property owners within 200 feet of premises

(Address) \_\_\_\_\_

Known on the tax map of Pennsauken Township as Plate \_\_\_\_\_, Block \_\_\_\_\_,

Lot (s) \_\_\_\_\_, on (Date) \_\_\_\_\_. A list of the property owners served showing how service was made (***Registered mail, Certified Mail or Personal Service***) is attached hereto.

Signature of Person who Made Service

SWORN AND SUBSCRIBED TO:

BEFORE ME THIS DAY

OF :

(Signature of Notary Public & Date Commission Expires)

## **Courier-Post Newspaper**

### **(Public Legal Notices)**

A public legal notice must be run for 1 day specifying the reason for coming to the board (sample attached). The ad must be run at least *10 days* (including weekends) prior to scheduled hearing date. However, it is suggested that the sooner the ad is run, the better.

To expedite your legal notice, please contact Patty Rose Legal Clerk for the Courier Post in Cherry Hill, Phone # 888-516-9220; Email: [cplegals@gannett.com](mailto:cplegals@gannett.com) or fax 888-516-9480. You will be asked general information such as your name, address, telephone number, and method of payment. Then, of course, they will need the specifics to your legal notice.

The cost to run an ad for 1 day is approximately \$50.00 and the Courier Post accepts Credit Cards, Checks and Cash.

Once the ad is run for a day, the Courier Post will send you an affidavit of publication. When you receive this document, **the original** must be filed in the Planning and Zoning Office.

If you should have any questions or need further assistance, please contact the Planning and Zoning Office, We'll be glad to help.

**SAMPLE LEGAL NOTICE**

**T A K E   N O T I C E**

That a meeting will be held by the Planning Board of the Township of Pennsauken on \_\_\_\_\_  
at the Pennsauken Municipal Building, 5605 N. Crescent Boulevard, Pennsauken, New Jersey at 6:30 P.M. to  
consider \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Application by \_\_\_\_\_

Said Application is to \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Located at \_\_\_\_\_

Known as Block \_\_\_\_\_, Lot (s) \_\_\_\_\_ of the Township of Pennsauken.

The following described maps and papers are on file in the Planning & Zoning Office and are available for  
inspection during the hours of 8:30 AM and 4:30 PM.

\_\_\_\_\_  
\_\_\_\_\_

Any interested party may appear at said hearing and participate therein in accordance with the rules of the  
Pennsauken Planning Board.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Applicant

**SAMPLE LEGAL NOTICE  
(NOTICE OF DECISION)**

**T A K E   N O T I C E**

That the Planning Board of the Township of Pennsauken granted /denied approval to

\_\_\_\_\_ for Plate \_\_\_\_\_, Block \_\_\_\_\_, Lot \_\_\_\_\_. A public meeting was held on \_\_\_\_\_ and a formal Resolution # \_\_\_\_\_ was adopted by the Board.

Said Resolution approving the \_\_\_\_\_ is on file at the Township Municipal Building, 5605 N. Crescent Blvd., Pennsauken, N.J.

Dated: \_\_\_\_\_

\_\_\_\_\_

Applicant

## **SITE PLAN REVIEW**

The following listed items are to be discussed and investigated relative to any application for site plan approval for Pennsauken Township.

### **1. Requirements (126-600)**

- a. Excavation/Grading of Soil
- b. Demolition/Construction
- c. Erection of Structures
- d. Additions/Installations
- e. Off Site Improvements

### **2. Complete Application (126-600)**

- a. Zoning and Use
- b. Type of Work to be done

### **3. Administrative Review (126-601)**

- a. Principal Owners Name
- b. Correspondence and Fees
- c. Notice and Advertisement
- d. Payment of Taxes
- e. Recording of Agreements
- f. Location of Site
- g. Variances Application
- h. Waiver of Site Plan

### **4. Performance Standards (126-602)**

#### *A. Site Plan Design*

- a. Qualified Professional
- b. Scale and Signature Block
- c. Key Map and North Arrow

#### *B. Site Circulation*

- a. Pedestrian Walkways
- b. Traffic Flow Movement
- c. Off Street Parkway Areas
- d. Loading and Unloading
- e. Access Roads, Docks, and Ramps
- f. Handicap Access
- g. Ingress and Egress Flow
- h. Adjoining Property Movement
- i. Traffic Signage and Space Sizes
- j. Safe and Efficient Travel

#### *C. Structure Layout*

- a. Aesthetically Pleasing Design
- b. Efficient Arrangement
- c. Impact on Adjacent Buildings
- d. Building Elevations
- e. Floor Plans
- f. Door Egress Locations

*D. Exterior Lighting*

- a. Safe Movement of People
- b. Security Lighting
- c. Lighting Standard Type
- d. Lighting Footprints
- e. Walkways, Parking and Entrance Areas

*E. Buffer Areas*

- a. Shield Against Noise, Lights, Etc.
- b. Shield Adjacent Property Activities

*F. Landscaping*

- a. Type, Size, Location, and Variety
- b. Proposed and Existing Contours
- c. Maintenance Program
- d. Topographical Design
- e. Ground Cover and Paving Details
- f. Other Physical Improvements

*G. Signage*

- a. Signs to conform to regulations.
- b. Exterior Identification

*H. Sanitary Improvements*

- a. Sanitary Waste Disposal
- b. Water Supply
- c. On and Off-Site Systems
- d. Maintain Water Pressure

*I. Waste Disposal*

- a. Trash Enclosures
- b. Fences and/or Walls

*J. Natural Environment*

- a. Soils and Vegetation Existing
- b. Water Courses Consideration
- c. Noise Levels Review
- d. Impact on Human and Animal Life
- e. Building Placement

*K. Landscaping*

- a. Fire Connections
- b. Hydrant Locations
- c. Alarm Systems
- d. Fire Lanes and Access Circulation
- e. Sprinkler Systems
- f. Fire Door Locations

*L. Topographical Review*

- a. Final Grading Plan
- b. Miscellaneous Details and Sections
- c. On-Site Improvements

*M. Site Design Review*

- a. Lot Coverage (%)
- b. Building Coverage (%)
- c. Utilities Lines (E & P)
- d. Easements (All)
- e. Drainage Calculations
- f. Test Borings
- g. Flood Plan Requirements
- h. Waterfront Managements

*N. Site Preparations*

- a. Paving and Sidewalk Detail
- b. Curb Cuts and Curb Detail
- c. Lot Monuments Location
- d. Yard Requirements
- e. Any and All Variances
- f. Temporary Services
- g. Specific Requirements

*O. Miscellaneous*

- a. Energy Conservation Design
- b. Agency Approvals (County, State, Etc.)
- c. Agency Referrals (Zoning, Planning Board, Etc.)

## **PENNSAUKEN PLANNING BOARD**

### ***Procedures Following Site Plan Approval***

The following steps must be taken prior to the issuance of any building permits:

- Certificates or letters of approval from all outside agencies mentioned in the resolution, or having jurisdiction over the site, must be received by the Planning Office.
- All revised site plan drawings and engineering data required to satisfy conditions must be submitted to the Planning Board Engineer.
- The Site Improvement Bond Estimate, *equal to 120%* of the installation of all required improvements, must be submitted to the Planning Board Engineer, and when approved, a bond in the form of either an insurance company bond or an attorney's letter of credit must be deposited with the Municipal Clerk.
- The Site Improvement Inspection Fee in the form of a certified check, drawn payable to the Township of Pennsauken, in the amount *equal to 5%* of the estimated Site Improvement Costs, must be given to the Planning Board Office to be put in an *escrow account*.
- Evidence of the filing of the deed of lot consolidation, if required, must be presented to the Planning Board Office.

#### **Permits can be issued upon completion of these steps**

- When permits have been issued, the applicant must follow the Township Engineer's Inspection Notification Guideline.
- After completion of work and the Certificate of a Occupancy has been issued by the Construction Official, the applicant can request release of bond from the Township Engineer. At this time, the Board Engineer will indicate if all work is satisfactory and if so, the bond can be released.
- Before the release of the 120% Performance Bond, a 15% Maintenance Guarantee for a period of one year must be posted with the Township Clerk.
- Eleven months after posting of a bond, the applicant must notify the Board Engineer and request release of the bond. At which time the Board Engineer will authorize the release of the bond if the site has been maintained according to the Pennsauken Code Standards.
- Approximately two months after the Maintenance Bond has been released, the balance remaining in the original 6% Site Improvement Inspection Escrow will be returned to the applicant.

**Affidavit of Ownership**

The undersigned Property Owner \_\_\_\_\_  
(Owner's Name)

being of full age, upon our oaths, do depose and say:

I/We are the owner (s) of the property designated as Block \_\_\_\_\_, Lot \_\_\_\_\_,

known as \_\_\_\_\_  
(Address)

Date: \_\_\_\_\_

Owners Signature: \_\_\_\_\_

Acknowledgement

STATE OF NEW JERSEY:

COUNTY OF CAMDEN

On this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_\_\_, before me, the undersigned Notary Public in and for the State and County aforesaid, personally appeared who deposes and states that he/she executed the foregoing Affidavit of Ownership and acknowledged the same to be his/her free act and deed. I am duly authorized by the laws of the State of New Jersey to administer oaths in said State.

\_\_\_\_\_  
Notary Public

**Notice to Applicants**

Chapter 245 of the New Jersey Public Laws of 1991 requires that all persons seeking the approval of any kind of a land development application from a local zoning board of adjustment or from a planning board must give notice to all public utilities and cable television companies that possess any rights-of-way or easements within or across from the subject property.

The addresses and telephone numbers of the various utilities that *may* have to be given notice of your application are as follows:

**Electric**

*Public Service Electric and Gas Company*  
410 Route 130 South  
Bordontown, NJ 08505  
Attn: Correspondence Department  
(800) 436-7734

**Gas**

*Public Service Electric and Gas Company*  
410 Route 130 South  
Bordontown, NJ 08505  
Attn: Correspondence Department  
(800) 436-7734

**Cable Television**

*Comcast Cable*  
1250 Haddonfield –Berlin road  
Cherry Hill, New Jersey 08003  
Attn: Ms. Doris Pascale, Engineering Dept  
(856)-354-1660

**Water**

*New Jersey American Water*  
989 Lenox Drive  
Suite 224  
Lawrenceville, NJ 08648  
(609) 512-9400

Or

*Merchantville-Pennsauken Water Commission*  
20 West Maple Avenue  
Merchantville, New Jersey 08109  
(856) 663-0043

**Sewer**

*Camden County Municipal Utilities Authority*  
1645 Ferry Avenue  
Camden, New Jersey 08104  
(856) 541-3700

**Pipeline Companies**

*Colonial Pipeline*  
P.O. Box 727/Mantua Grove Road  
Woodbury, NJ 08096  
(609) 845-8742

Or

*Transcontinental Gas Pipeline*  
P.O. Box 1481/3200 S. Wood Avenue  
Linden, New Jersey 07036  
(908) 862-8600

**Telephone**

*Verizon*  
Real Estate Department  
Land Use Matters  
650 Park Avenue  
East Orange, New Jersey 07017  
(800)-621-9900

It is the **applicant's responsibility** to determine whether or not there are any rights-of-way or easements on or across your property. If so, it is the applicant's responsibility to give legal notice to the appropriate utility or utilities. If you are in doubt, it is suggested that notice be given to the appropriate public utilities.

**TAKE FURTHER NOTICE**, that, **in addition**, notice of public hearings on applications for **major subdivision** approvals or **major site plan** approvals must be given by the applicant to all public utilities and all cable television companies that have any facilities or possess a rights-of-way or easement located **ANYWHERE WITHIN TWO HUNDRED FEET OF THE SUBJECT PROPERTY**. It is suggested that major subdivision and major site plan approval applicants should contact the appropriate utilities and obtain, in writing, a statement whether or not that utility has any facilities or easements within two hundred feet of the subject property.

In Accordance with Ordinance 1989-28, all property taxes owed to the Township of Pennsauken must be paid and current prior to the issuance of a license, permit, or other approvals by the Township of Pennsauken.

Please present this form to the Tax Office for Current Tax Status. This form must be signed by the Tax Collector before any licenses or permits will be issued.

Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Property Location: \_\_\_\_\_

\_\_\_\_\_

Owner of Property: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Trade Name: \_\_\_\_\_

Tax Status:      Current: \_\_\_\_\_      Delinquent: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Danielle Lippincott  
Tax Collector  
Township Of Pennsauken

### **REQUIREMENTS FOR WORK SESSION**

Applicant: \_\_\_\_\_

Block \_\_\_\_\_, Lot (s) \_\_\_\_\_

- \_\_\_\_\_ 12 Copies Planning Board Application Submitted to Planning & Zoning Office
- \_\_\_\_\_ 12 Copies Site Plan Submitted to Planning & Zoning Office
- \_\_\_\_\_ 2 Copies of Application and Plans to Water Commissioner
- \_\_\_\_\_ 1 Copy of Application and Plans to Planning Board Engineer
- \_\_\_\_\_ Fees Paid
- \_\_\_\_\_ Work Session Date Scheduled
- \_\_\_\_\_ Request 200 Foot Property Owner's List

### **REQUIREMENTS FOR PUBLIC HEARING**

Please be certain to submit these documents to our office at least ***10 Days*** prior to your hearing or your case will not be heard:

- \_\_\_\_\_ Notice to Other Property Owners
- \_\_\_\_\_ Certified Mail Receipts
- \_\_\_\_\_ Affidavit of Service
- \_\_\_\_\_ Proof of Publication From Newspaper
- \_\_\_\_\_ Hearing Date Scheduled